

From: Jaime Estremera-Fitzgerald
Sent: Monday, June 17, 2013 4:31 PM
To: Dyer, Michael (Michael.Dyer@harrisbank.com)
Cc: Karen Roberts
Subject: Decision

Importance: High
Sensitivity: Confidential

Mike,

I wanted you to know what my recommendation will be on Joyce and I ran it past our Employment Attorney John Foley and he agrees. First I am currently having all receipts for the SHINE Program checked to see if by chance there are any others even though Joyce told me no. The discipline I have chosen due to the absence of critical points such as no personal gain etc., is that I will suspend Joyce for one week which will cause a loss of approx. \$1900 dollars of salary. I will put her on probation for 6 months as well as I want her to have a minimum of three EAP visits to help her in having help dealing with all the personal issues in her life which are causing distractions at work from an emotional perspective as well as time. Due to Agency schedule of things like T/C move etc. the suspension will come the week after 4th of July.

I am also putting in place stronger Internal Controls to make sure all Managers are filling out any documentation which is Fiscal according to the rules governing their Program. This issue should have never come up in the first place if the documentation followed Program DOEA Rules. I believe the Controls that I will put in place will minimize the possibility of a repeat episode like this. I believe that the discipline is fair and will stick with Joyce. I would appreciate any thoughts you have. John our attorney believes that only staff affected should know what has happened and they should be held to Confidentiality about this incident subject to termination if my confidentiality is not adhered to.



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